



WILLIAM T FUJIOKA  
Chief Executive Officer

## County of Los Angeles CHIEF EXECUTIVE OFFICE

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*"To Enrich Lives Through Effective And Caring Service"*

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May 06, 2014

The Honorable Board of Supervisors  
County of Los Angeles  
383 Kenneth Hahn Hall of Administration  
500 West Temple Street  
Los Angeles, California 90012

Dear Supervisors:

## ADOPTED

BOARD OF SUPERVISORS  
COUNTY OF LOS ANGELES

26 May 6, 2014

*Sachi A. Hamai*  
SACHI A. HAMAI  
EXECUTIVE OFFICER

### COUNTYWIDE CLASSIFICATION ACTIONS (ALL DISTRICTS - 3 VOTES)

#### **SUBJECT**

This letter and accompanying ordinance will update the tables of classes of positions and the departmental staffing provisions by reclassifying positions in various County departments.

#### **IT IS RECOMMENDED THAT THE BOARD:**

Approve the accompanying ordinance amending Title 6, Salaries, of the County Code to reclassify six (6) positions to implement results of classification studies in the departments of Chief Executive Officer, Children and Family Services, Internal Services, Mental Health, and Sheriff.

#### **PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION**

The Board of Supervisors (Board) has requested submission of classification letters on a periodic basis throughout the year to facilitate consideration of classification and compensation recommended actions in a timely manner. Approval of these recommendations will provide the ordinance authority for County departments to implement the classification and compensation recommendations in this letter.

These recommendations will ensure the proper classification and compensation of positions based upon the duties and responsibilities assigned to these jobs as performed by the incumbents (Attachment A). This is a primary goal of the County's classification and compensation system. Positions reclassified upward, downward, and laterally are consistent with the class concepts of the proposed classifications.

These actions are recommended based upon generally accepted principles of classification and compensation. Furthermore, these actions are important in addressing departmental operational needs, and in maintaining consistency in personnel practices throughout the County. The proper classification and compensation of positions facilitates good business operations, and can reduce the number of costly personnel-related problems.

#### Reclassifications

There are six (6) positions in five (5) departments being recommended for reclassification (Attachment A). The duties, responsibilities and/or utilization of these positions have changed since the original allocations were made. The positions would be more appropriately classified in the recommended classes.

#### **Implementation of Strategic Plan Goals**

Your approval of the accompanying ordinance is consistent with the County Strategic Plan Goal 1 - Operational Effectiveness. Specifically, it will address the Service Excellence and Organizational Effectiveness Strategy to improve the quality of the workforce, to achieve departmental operational efficiencies, and to maintain consistency in personnel practices throughout the County.

#### **FISCAL IMPACT/FINANCING**

The projected budgeted annual cost for the six (6) positions that will be reclassified is estimated to total \$124,544 (all funds). Net County cost is estimated to be \$60,152. Cost increases associated with upward reclassification actions will be absorbed within the Board's adopted budget for each affected department. No additional funding is required.

#### **FACTS AND PROVISIONS/LEGAL REQUIREMENTS**

The County Charter authorizes the establishment and maintenance of "a classification plan and the classification of all positions." This responsibility is further delineated in Civil Service Rule 5.

Appropriate consultations have been conducted with the impacted employee organizations regarding the recommended classification actions. The accompanying ordinance implementing amendments to Title 6, Salaries, of the County Code has been approved as to form by County Counsel.

#### **IMPACT ON CURRENT SERVICES (OR PROJECTS)**

Your approval of these classification recommendations will enhance the operational effectiveness of the departments through the proper compensation of positions.

The Honorable Board of Supervisors

5/6/2014

Page 3

Respectfully submitted,

A handwritten signature in black ink, appearing to read 'W. T. Fujioka', with a long horizontal line extending to the right.

WILLIAM T FUJIOKA

Chief Executive Officer

WTF:JA

SJM:AE:mmg

Enclosures

c: Executive Office, Board of Supervisors  
County Counsel  
Auditor-Controller  
Department of Human Resources  
Affected Departments

**RECOMMENDATIONS FOR POSITION RECLASSIFICATIONS****CHIEF EXECUTIVE OFFICER**

<b>No of Pos.</b>	<b>Present Classification</b>	<b>No of Pos.</b>	<b>Classification Findings</b>
1	Intermediate Typist-Clerk Item No. 2214A NMV 63G Represented	1	Application Developer II Item No. 2521A N2M 92L Represented
1	Program Specialist I, CEO Item No. 0815A NM 87A Non-Represented	1	Application Developer II Item No. 2521A N2M 92L Represented

The subject positions are assigned to the Multimedia, Cable and Telecommunications/ Web Development Unit and report to a Senior Manager, CEO. The positions are responsible for the design, programming, development, testing, implementing and enhancing components and complete systems related to the County web portal homepage and multiple other web applications for the department and the Board of Supervisors. The incumbents utilize various applications and programming language such as HTML, JavaScript, wordpress, and MySQL. Additionally, they develop or maintain existing websites, and create prototypes and layouts that require in-depth knowledge and technical skills in web programming and applications.

The duties and responsibilities of the subject positions are consistent with the classification standards of Application Developer II. Incumbents in this class analyze, design, evaluate, develop, code, test, and maintain application systems similar to those for the County web portal and Board offices websites. Therefore, we recommend an upward reclassification to Application Developer II.

**RECOMMENDATIONS FOR POSITION RECLASSIFICATIONS (cont'd)****CHILDREN AND FAMILY SERVICES**

<b>No of Pos.</b>	<b>Present Classification</b>	<b>No of Pos.</b>	<b>Classification Findings</b>
1	Eligibility Worker II Item No. 9179A N3MW 68J Represented	1	Eligibility Worker III Item No. 9177A NMW 70J Represented

The subject Eligibility Worker II position is located in the Bureau of Finance and Administration, Revenue Enhancement Division and is responsible for referrals from Appeals Hearing Specialists. Specifically, the duties and responsibilities include reevaluating foster care eligibility based on new evidence; processing State Decisions, which involves initiating budget computations; and processing notices to initiate and/or terminate Aid Paid Pending transactions. Eligibility Worker II is a journey level classification responsible for making independent determinations of initial and continuing eligibility for applicants and program participants receiving public assistance. The performance of technically complex and specialized public program eligibility assignments in the area of fair hearing appeals is a critical aspect of the work performed by the subject position and is consistent with the definition and standards of Eligibility Worker III. Thus, we recommend the upward reclassification of the subject position to Eligibility Worker III.

**RECOMMENDATIONS FOR POSITION RECLASSIFICATIONS (cont'd)****INTERNAL SERVICES**

<b>No of Pos.</b>	<b>Present Classification</b>	<b>No of Pos.</b>	<b>Classification Findings</b>
1	Section Manager, Information Technology, ISD Item No. 2578A NM 110E Non-Represented	1	Information Technology Specialist, ISD Item No. 2568A NM 110E Non-Represented

The subject position will be assigned to the Information Technology Administration Division, Information Technology Service Executive Section and will be responsible for providing support for ITS service-level activities. The position will direct ITS-wide program activities including directing the review of all existing project management methodologies. The position will also direct and act as a consultant to management regarding the ITS Executive Management's Communication Planning program. The duties and responsibilities of the subject position are in line with the classification concept of the Information Technology Specialist, ISD. Incumbents in this class are responsible for directing or monitoring the work of project teams, acting as consultants to project managers, departmental management and customer management, or performing technical work in a special field of information technology. As such we recommend the lateral reclassification to Information Technology Specialist, ISD.

**RECOMMENDATIONS FOR POSITION RECLASSIFICATIONS (cont'd)****MENTAL HEALTH**

<b>No of Pos.</b>	<b>Present Classification</b>	<b>No of Pos.</b>	<b>Classification Findings</b>
1	Public Information Assistant Item No. 1598A NM 77G Non-Represented	1	Head, Marketing and Communications Item No. 1595A NM 104B Non-Represented

The subject Public Information Assistant position is located in the Communications and Media Affairs Office and promotes key organizational services and programs to increase public awareness. The primary functions of the position include planning, assigning, and directing the work of staff engaged in public relations, marketing and communications activities; working with executive management to develop, implement, and evaluate communications plans and objectives for the department; coordinating all media inquiries; coordinating the research, development, and deployment of public relations and communications through various forms of media; maintaining publication content on departmental electronic data network; and, developing and monitoring the budget for the office.

The duties and responsibilities of the position meet the allocation standards for Head, Marketing Specialist. Positions in this class are responsible for developing, directing, implementing and managing a comprehensive integrated communications and marketing program designed to promote key organizational services and programs to increase public awareness. Therefore, we recommend the upward reclassification to this class.

**RECOMMENDATIONS FOR POSITION RECLASSIFICATIONS (cont'd)****SHERIFF – MEDICAL SERVICES BUREAU**

<b>No of Pos.</b>	<b>Present Classification</b>	<b>No of Pos.</b>	<b>Classification Findings</b>
1	Dental Specialist Item No. 4767A N3MW 109C Represented	1	Senior Dentist Item No. 4766A N2MW 107J Represented

The subject Dental Specialist position is located at the Medical Services Bureau/Physician Group and reports to a Dental Director I. The position is responsible for supervising a dental staff comprised of one Supervising Dental Assistant, ten Dentists, and ten Dental Assistants. Duties include managing patient care related requests; planning, assigning, reviewing and evaluating the work of dental staff; training new employees and providing technical guidance to dental staff; preparing work schedules; and assisting in developing and revising dental-related departmental policies and procedures.

The level of work performed by the subject position is consistent with the classification concept of the Senior Dentist, a class that heads a small dental program at a County hospital or institution, or acts as first assistant to the head of a major dental program. Positions allocable to this class must exercise a considerable knowledge of the principals and practices of general dentistry in order to plan, assign, and evaluate the work of other dentists and sub-professional personnel or a dental laboratory. These positions also provide professional training or act as a technical consultant to professional dental staff. Therefore, we recommend the downward reclassification to Senior Dentist.